

HUMAN SERVICES COMMITTEE

A G E N D A

TUESDAY, SEPTEMBER 15, 2009

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.

- I CALL TO ORDER
- II ROLL CALL
- 1- 3 III MINUTES (8/18/09)
- IV PUBLIC INPUT
- V PETITIONS AND COMMUNICATIONS
- 4- 7 A. Housing Director - 2008 Audit of Bay County Housing Department **(Receive)**
- 8- 9 B. Director, Division on Aging - Exercise Agreement w/Bay Regional Medical Center **(Seeking approval of agreement; authorization for Board Chair to sign; approval of required budget adjustments - proposed resolution attached).**
- VI REFERRALS
- A. Board of Commissioners - 9/8/09
- 10 1. Reduction of Health Insurance Administrative Costs/Collaboration between Local Units of Government in Bay County
- VII UNFINISHED BUSINESS
- VIII NEW BUSINESS
- IX MISCELLANEOUS
- X ADJOURNMENT

PLEASE NOTE: THE COMMITTEE CHAIR HAS REQUESTED THAT ANY ELECTED OFFICIAL, DEPARTMENT/ DIVISION HEAD PLACING AN ITEM ON THE HUMAN SERVICES COMMITTEE AGENDA BE PRESENT OR HAVE A REPRESENTATIVE PRESENT TO SPEAK TO THEIR REQUEST AND/OR ANSWER ANY QUESTIONS POSED BY COMMITTEE MEMBERS.

HUMAN SERVICES COMMITTEE

MINUTES

MEETING OF THE HUMAN SERVICES COMMITTEE ON TUESDAY, AUGUST 18, 2009, in the Commission Chambers, Fourth Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708.

Call to order @ 4:26 p.m. by Vice Chair Krygier.

Roll call:

MOTION NO.

COMMISSIONERS PRESENT	1	2	3	4	5	6	7	8	9	10	11
KIM COONAN, CHAIR	E	X	C	U	S	E	D				
ERNIE KRYGIER, VICE CHAIR P	Y	Y	Y	Y	Y						
VAUGHN J. BEGICK P	Y	Y	Y	Y	Y						
DAWN A. KLIDA P	M/Y	M/Y	Y	S/Y	Y						
BRIAN K. ELDER P	Y	Y	S/Y	Y	Y						
EUGENE F. GWIZDALA P	S/Y	S/Y	Y	M/Y	M/Y						
PATRICK H. BESON, EX OFFICIO P	Y	Y	M/Y	Y	S/Y						

MOTION NO.

COMMISSIONERS PRESENT	12	13	14	15	16	17	18	19	20	21	22
KIM COONAN, CHAIR											
ERNIE KRYGIER, VICE CHAIR											
VAUGHN J. BEGICK											
DAWN A. KLIDA											
BRIAN K. ELDER											
EUGENE F. GWIZDALA											
PATRICK H. BESON, EX OFFICIO											

MOTION NO.

COMMISSIONERS PRESENT	23	24	25	26	27	28	29	30	31	32	33
KIM COONAN, CHAIR											
ERNIE KRYGIER, VICE CHAIR											
VAUGHN J. BEGICK											
DAWN A. KLIDA											
BRIAN K. ELDER											
EUGENE F. GWIZDALA											
PATRICK H. BESON, EX OFFICIO											

OTHERS PRESENT: M.DURANCZYK, D.TILLEY, M.GRAY, A.BROWN, T.QUINN, B.MACGREGOR, J.STRASZ, R.REIMANN, R.REDMOND, BAY 3 TV, D.BERGER

M-MOVED; S-SUPPORTED; Y-YEA; N-NAY; ABS.-ABSTAIN; E-EXCUSED; A-ABSENT

-/-

**HUMAN SERVICES COMMITTEE
TUESDAY,
PAGE 2**

MOTION NO.

NOTE: In addition to these typed minutes, this Committee meeting was also taped by Bay 3 TV and those tapes are available for review in the Administrative Services Department.

- 1 MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE 7/21/09 HUMAN SERVICES COMMITTEE MEETING AS PRINTED.**
- 2 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE EARLY ON AGREEMENT BETWEEN THE BAY ARENAC INTERMEDIATE SCHOOL DISTRICT AND BAY COUNTY (HEALTH DEPARTMENT).**
- 3 MOVED, SUPPORTED AND CARRIED TO REFER THE RESILIENT C CORPORATION CONTRACTUAL ARRANGEMENT TO THE SEPTEMBER WAYS AND MEANS COMMITTEE MEETING.**

Rebecca C. Reimann, Director of Division on Aging, advised the Committee of the upcoming Tour of "Senior Homes" scheduled for September 18th. With the high cost of maintaining homes, this tour gives seniors and their caregivers the opportunity to tour westside senior facilities to include Midland Manor, Carriage House and Sheffield Bay. The tour leaves from Bangor Township Hall on 9/18/09 and those participating are asked to be at the Hall between 9:30 a.m. and 9:45 a.m. The cost for 60 and over is \$5.00 and those younger \$7.25. Sign-up in advance is required and flyers will be available at various sites including the meal sites. There will be a Mexican celebration at the Canteen Building on 9/17/09 where authentic Mexican food will be served. There is a \$2.00 donation. Commissioner Gwizdala complimented Ms. Reimann on the innovative ideas for senior events. Mrs. Reimann credited her staff for brainstorming ideas. Commissioner Begick noted that the Bay Shore Nursing Facility also puts together outings for their residents which are well received. Board Chair Beson stated that the Huron Nursing Home also has wonderful outings, a recent one being at Deer Acres to include the residents and their families. They are doing a great job.

- 4 MOVED, SUPPORTED AND CARRIED TO RECEIVE THE REPORT FROM THE DIRECTOR OF DIVISION ON AGING.**

Joel Strasz, Health Department, touched on the water quality issue. Bay County doesn't test municipalities' water only in the case of emergency. Bringing water samples to the Health Department won't provide results as appropriate containers must be used to gather the water. In Bay County some water comes from Midland but most from the City of Bay City which has their own lab. Health Department staff will meet with Mr. Bristow on his water quality issue.

Board Chair Beson advised that Region VII has been notified of state funding cuts totaling \$24 million. Home delivered meals and other services may be affected. A report will be made available to the Board in the future.

Commissioner Begick, who attended the recent MAC Conference, spoke to the projected \$3 billion State deficit. Major State cuts will be coming down the road including possible shutdown in some areas as occurred in the past.

There being no further business, it was

5 MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:40 P.M.).

Submitted by:

Deanne Berger

**Deanne Berger
Board Coordinator**



ANDERSON, TACKMAN & COMPANY, P.L.C.
CERTIFIED PUBLIC ACCOUNTANTS

A Regional Firm with Offices in Michigan and Wisconsin

Principals - Iron Mountain:
David J. Johnson, CPA
Shane M. Ellison, CPA

Member of:
Private Companies Practice Section
American Institute of Certified
Public Accountants

To the Board of Commissioners,
Bay County Housing Department

In planning and performing our audit of the financial statements of Bay County Housing Department as of and for the year ended December 31, 2008, in accordance with auditing standards generally accepted in the United States of America, we considered Bay County Housing Department's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Governmental Unit's internal control. Accordingly, we do not express an opinion on the effectiveness of the Governmental Unit's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or a combination of control deficiencies, that adversely affects the organization's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the organization's financial statements that is more than inconsequential will not be prevented or detected by the organization's internal control. We consider the following deficiencies to be significant deficiencies in internal control.

Finding 2008-1

During the audit it was noted that the Commission did not have a review process as part of its internal controls over annual certifications and interim re-examinations.

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As part of obtaining reasonable assurance about whether the Bay County Housing Department's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

This communication is intended solely for the information and use of management, Board of Commissioners, and others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.



ANDERSON, TACKMAN & COMPANY, PLC
Certified Public Accountants
Iron Mountain, Michigan

June 12, 2009

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ANDERSON, TACKMAN & COMPANY, P.L.C.
CERTIFIED PUBLIC ACCOUNTANTS

A Regional Firm with Offices in Michigan and Wisconsin

Principals - Iron Mountain:
David J. Johnson, CPA
Shane M. Ellison, CPA

Member of:
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Public Accountants

June 12, 2009

To the Board of Commissioners
Bay County Housing Department

We have audited the financial statements of the business-type activities of the Bay County Housing Department for the year ended December 31, 2008, and have issued our report thereon dated June 12, 2009. Professional standards require that we provide you with the following information related to our audit.

Our Responsibilities under U.S. Generally Accepted Auditing Standards and Government Auditing Standards

As stated in our engagement letter dated May 11, 2009, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we considered the internal control of the Bay County Housing Department. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed test of the Bay County Housing Department's compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of our tests was not to provide an opinion on compliance with such provisions.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Bay County Housing Department are described in Note A to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during fiscal year 2008. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. There were no major sensitive accounting estimates.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

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Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. There were no misstatements noted during the audit.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated June 12, 2009.

Management Consultations with Other Independent Accountants

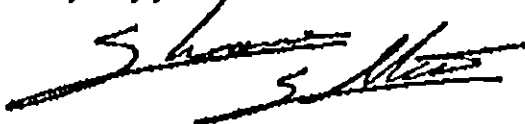
In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the business-type unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of Board of Commissioners and management of the Bay County Housing Department and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in black ink, appearing to read "Shane M. Ellison", with a stylized flourish at the end.

Shane M. Ellison, CPA
Principal

TO: Human Services Committee
FROM: Becky Carlson Reimann
SUBJ: Agreement with Bay Regional Medical Center for Exercise Instructor
DATE: September 9, 2009

Background:

The Region VII Area Agency on Aging has set aside funding in the amount of \$7,004 to continue the Osteoporosis/Strength Training Class that Division on Aging has sponsored since April of 2004. Region VII Board of Directors has awarded the grant funding and will accept the budget as submitted. This program is offered with the services of a qualified instructor that is provided by the Outpatient Rehabilitation Unit of Bay Regional Medical Center. The Division on Aging has an agreement with Bay Regional, and we propose to reimburse Bay Regional \$36/hour for the services of the Instructor. All other costs/arrangements are made by Division on Aging.

Financial Implications:

The grant will allow Division on Aging to continue to offer classes, which have proved to be very well received by the seniors. The amount of agreement may not exceed the award of funds for the fiscal year concluding September 30, 2009. The Division on Aging provides in-kind match for these federal funds under the Health Promotion/Disease Prevention funding under the Older Americans Act.

Recommendation:

I am recommending that the agreement be updated for another fiscal year, with the amount of hourly reimbursement for instructor services to be \$36/hour consistent with the grant budget for FY 2010. I recommend that Board Chair be authorized to sign the agreement, subject to final review and approval by Corporation Counsel. All budget adjustments related to the action are approved.

cc:Tom Hickner
Marty Fitzhugh
Barb MacGregor
c:hsexerciseagreementfy2010

BAY COUNTY BOARD OF COMMISSIONERS

10/13/09

RESOLUTION

BY: HUMAN SERVICES COMMITTEE (9/15/09)

WHEREAS, The Bay County Division on Aging has been awarded grant funding to provide a Senior Exercise Program in fiscal year 2010; and

WHEREAS, The Bay County Division on Aging will need the assistance of a qualified instructor; and

WHEREAS, The Bay Regional Outpatient Rehabilitation Program is willing to contract with Division on Aging for instructor services; Therefore, Be It,

RESOLVED That the Bay County Board of Commissioners hereby authorizes the Board Chair to sign an agreement with Bay Regional Medical Center Outpatient Rehabilitation for exercise instructor services for the period of October 1, 2009 - September 30, 2010, subject to legal; Be It Further

RESOLVED That all budget adjustments for this agreement are approved.

KIM COONAN, CHAIR

AND COMMITTEE

DOA - Exercise Agt w/Bay Regional Medical Center

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
Michael J. Duranczyk				Dawn A. Klida				Brian K. Elder			
Patrick H. Beson				Ernie Krygler				Eugene F. Gwizdala			
Vaughn J. Beglck				Kim Coonan				Donald J. Tilley			

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____

AMENDED _____ CORRECTED _____ REFERRED _____

MEMO

September 2, 2009

To: Bay County Board of Commissioners

From: Commissioner Kim Coonan

**Re: Reduction of Health Insurance Costs
Collaboration between Local Units of Government in Bay County**

All local units of government in Bay County, as well as, throughout the country are experiencing the constant increasing of the cost of providing health insurance for their employees.

Based on an "Economy of Scale" methodology, we should request all public sector employers within the county to join together in searching for a cooperative way of providing health insurance for our employees. By cooperation we could significantly reduce our costs for health insurance.

I recommend that the Board of Commissioners actively and immediately begin to seek out local units of government that would collaborate in finding ways of jointly reducing the costs of health insurance for our local governments. I would recommend that this issue be sent to the Human Services Committee for recommendation to the full Board.